

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**ERRATA**

October 28, 1999

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: PROGRAM CODE DESCRIPTIONS UNDELIVERED

REFERENCE: COUNTY FISCAL LETTER (CFL) 99/00-29

In CFL 99/00-29 dated September 21, 1999, counties were provided with Time Study Instructions effective with the October through December 1999 Quarter. Associated with those instructions CDSS sends to each county welfare department (CWD) copies of program code descriptions (PCDs). All copies were not distributed to CWDs as they have been in the past. Because it is important that counties receive PCD copies as soon as possible this ERRATA is being issued so they may be placed on the internet and made available to counties immediately.

If you have any questions regarding this errata, please contact the Fiscal Policy Bureau at (916) 657-3440.

c: CWDA

**STAFF DEVELOPMENT
PROGRAM CODE DESCRIPTION**

12/99

GENERAL FUNCTION DEFINITION

Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

TIME STUDY STAFF

- A. Trainers, their first-line supervisors, and non-supervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, the non-staff development time is recorded as casework or administrative activity in accordance with the Support Staff Time Reporting Plan (SSTRP).
- B. Clerical staff, who are assigned to support the staff development unit, record this time to Staff Development Support on the DFA 7. For those staff who also provide support to non-staff development units, the non-staff development support time is recorded in accordance with the SSTRP, and as a result, their salaries and benefits are prorated between the Staff Development Costs and other applicable cost pools.
- C. Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, the non-staff development time is recorded in accordance with the SSTRP, their salaries and benefits are prorated between the Support Staff Costs and Staff Development Costs pools.
- D. Staff Development Trainees do not time study to staff development.
 - 1. Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
 - 2. Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as generic.
 - 3. In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in the SSTRP on the Support Staff Time Report; generic training is recorded as generic.

TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific program, or generic. Identify activities to the category based on the following definitions:

- A. Function: The training activity relates to a function but is not specific to one program within the function:

1. Social Services-General
2. CalWORKs - General
3. Other Public Assistance - General
4. Child Care - General
5. Nonwelfare - General
6. Generic

B. Program: The training activity relates to one or more specific programs which can be identified. For example, CalWORKs eligibility worker induction training covers both the Food Stamp and CalWORKs programs, the training activity is prorated between the two programs based on the training time spent in each program area. Activities are recorded to programs using the appropriate four-digit code; refer to the Program Code Description for each function to obtain the appropriate code.

C. Generic: The training activity does not relate to a particular function or program. Some examples of Generic training subjects are time management, supervising techniques, civil rights, first aid, and stress reduction.

**CalWORKs FUNCTION
PROGRAM CODE DESCRIPTIONS
12/99**

GENERAL FUNCTION DEFINITION

Any activity related to the CalWORKs Program

TIME STUDY STAFF

- A. Workers performing CalWORKs eligibility determinations and grant maintenance activities; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- B. Staff providing employment training services, including case management and needs assessment as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Appeals Workers;
- D. County Performance Sample data collection staff;
- E. Welfare Fraud staff (NOTE: These are Welfare Fraud Investigators (WFI) and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to the applicable program codes that do not indicate that they are restricted to WFI staff.)
- F. Clerical and administrative staff performing CalWORKs activities on a full-time basis, e.g., case budget computations and Child Support disregard;
- G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and
- H. First-line supervisors of the staff listed in A-G, above.

CODE DEFINITIONS

CalWORKs

Includes information and referral, eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and Food Stamp functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including

inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for hearing; and modified Quality Control Information System (QCIS) activities for the CalWORKs. This category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants. Identify all time to one of the following:

CODE 6641 INFORMATION AND REFERRAL

Non-Admin

Includes providing applicant with information regarding programs and services available within the Department of Social Services. Includes referrals to community agencies. Activities include explaining support services for employed persons, diversion program, childcare program, Welfare-to-Work Supportive Services, Cal-Learn program, Food Stamp Program, voter registration, etc.

CODE 6141 CalWORKs ELIGIBILITY

Admin

Includes eligibility determinations in the CalWORKs Program to process Monthly Eligibility Report, and annual re-investigations. Activities included are review application, review required forms and verifications, request for information, home and office visits, completion of Notice of Actions, sanctions, and computer data input.

This code does not include activities that can be specifically identified to the Medi-Cal or Food Stamp Programs, or those activities that are common to all three programs, i.e., CalWORKs, Food Stamp and Medi-Cal.

CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CalWORKs, FOOD STAMP, AND MEDI-CAL PROGRAMS

Admin

Includes the initial eligibility determination intake and grant determination activities that are common to CalWORKs, Food Stamp, and Medi-Cal Programs. Included activities are review of SAWS 1, application, review required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, and completion of Notice of Actions.

This code is intended for new applicants, or returning recipients requiring a full intake due to a break in aid. It is intended for applicants whose eligibility for these three programs is unknown (or uncertain) pending eligibility determination.

If the applicant states they are applying for CalWORKs only (NO Food Stamps or Medi-Cal), use Code 6141

CODE 6631 CalWORKs CASE MANAGEMENT
Non-Admin

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 0651 TWO-PARENT FAMILIES STATE-ONLY CalWORKs ELIGIBILITY
Admin

Activities include eligibility determinations including initial determinations, review of monthly eligibility reports, annual re-investigations; review of SAWS 1, application, required forms and verifications, and requests for information; early fraud referral; home and office visits; computer data input; and completion of Notice of Actions.

CODE 0661 TWO-PARENT FAMILIES STATE-ONLY CalWORKs CASE MANAGEMENT
Non-Admin

Activities include grant maintenance; responding to inquiries; address and phone changes; case file reviews for CalWORKs families; and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 6161 NONFEDERAL CalWORKs ELIGIBILITY-LEGAL ALIENS
Admin

Includes eligibility determinations including initial determinations, review of Monthly Eligibility Reports, and Annual Re-Investigations performed on behalf of Nonfederal CalWORKs participants (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). Allowable activities include are review of SAWS 1, application, required forms and verifications, request for information, early fraud referral, home and office visits, computer data input, and completion of Notice of Actions.

CODE 6651 NONFEDERAL CalWORKs CASE MANAGEMENT-LEGAL ALIENS
Non-Admin

Includes time spent performing case management activities. Allowable activities include grant maintenance, responding to inquiries, address and phone changes, case file reviews for TANF/CalWORKs families, and data collection conducted by County Performance Sample staff through the modified QCIS.

CODE 2040 CalWORKs-IEVS

Admin

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county and by the employer to the Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify the existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: the NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2780, CalWORKs Overpayment Collections.)

CODE 2690 CalWORKs SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
SAVE) PROGRAM

Admin

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with the Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2780 CalWORKs OVERPAYMENT COLLECTIONS (SB 627)

Admin

Includes the following CalWORKs collection activities:

1. Discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
2. Establishment of the overpayment record, and initiation of grant reduction or cash collection (for all overpayments, including those

- discovered by IEVS);
- 3. Recording and accounting of collections;
- 4. Referral of closed cases for cash collection;
- 5. Re-establishment of grant reduction on reopened cases; and
- 6. Reporting of collection activity.

CODE 6101 CalWORKs - JAIL MATCH (SB 1556)

Admin

CalWORKs and PAFS cases - Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is or has been incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6181 CalWORKs PROGRAM INTEGRITY

Admin

This code is for non-WFI staff performing CalWORKs and Welfare-to-Work administrative hearing activities and CalWORKs Early Detection/Prevention Program (ED/PP) activities. ED/PP activities with CalWORKs cases may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CAL-LEARN PROGRAM

CODE 0261 STATE-ONLY CAL-LEARN – ELIGIBILITY

Admin

Includes time spent performing administration activities associated with the Cal-Learn program sanctioned cases. Allowable activities include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. This also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 0271 STATE-ONLY CAL-LEARN – CASE MANAGEMENT

Non-Admin

Includes time spent performing case management activities associated with the Cal-Learn Program sanctioned cases. Allowable activities include providing assistance to a teen parent to obtain educational, social

and health services, scheduling and providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

CODE 6171 CAL-LEARN CASE MANAGEMENT

Non-Admin

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

CODE 6301 CAL-LEARN ELIGIBILITY

Admin

Includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

CODE 6401 NONFEDERAL CAL-LEARN ELIGIBILITY-LEGAL ALIENS

Admin

Includes time spent performing program administration activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens, though ineligible under the Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs). Allowable activities include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of

sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CODE 6411 NONFEDERAL CAL-LEARN CASE MANAGEMENT-LEGAL ALIENS

Non-Admin

Includes time spent performing case management activities associated with the Cal-Learn Program on behalf of nonfederally eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions. deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

CalWORKs FRAUD ACTIVITIES

Includes any activity performed by WFIs related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly and with intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

WFIs are required to record time for investigative activities to the programs specified below. Investigators and their first-line supervisors are required to have peace officer status under Penal Code Section 830 in order to record time to fraud programs.

Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

CODE 3010 CalWORKs FRAUD

Admin

Includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any time during the investigation period it was federally eligible. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3050 NONFEDERAL CalWORKs FRAUD

Admin

Includes fraud activities related to a nonfederal CalWORKs case. A case is defined as nonfederal if during the entire investigation period it was non-federally eligible (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). Note: This code is reserved solely for WFI

and their first-line supervisors who have peace officer status.

CODE 3150 FEDERAL CalWORKs AND FOOD STAMP FRAUD

Admin

Includes activities related to a case receiving both federal CalWORKs and Food Stamps. When the investigation ceases on one of the program components of the case, the activities are reported solely to the remaining component, i.e., either CalWORKs fraud or Food Stamp fraud. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3200 NONFEDERAL CalWORKs and FOOD STAMP FRAUD

Admin

Includes activities related to a case receiving both nonfederal CalWORKs and Food Stamps (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). When the investigation ceases on one of the program components of the case, the activities are reported solely to the remaining component, i.e., either non-federal CalWORKs fraud or nonfederal Food Stamp fraud. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3400 EARLY FRAUD DETECTION/PREVENTION (EFD/P) - FEDERAL CalWORKs

Admin

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3420 EFD/P - CalWORKs and FOOD STAMPS

Admin

Includes EFD/P activities related to combined CalWORKs and Food Stamp cases. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3920 FRAUD - CalWORKs AFIRM - LA COUNTY

Admin

For LA County only - includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting. Note: This code is reserved solely for WFI

and their first-line supervisors who have peace officer status.

CODE 3930 FRAUD - PAFS AFIRM - LA COUNTY

Admin

For LA County only - activities on a Public Assistance Food Stamp (PAFS) case (combined CalWORKs and Food Stamp) includes identifying match situations, investigating referrals from eligibility staff, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3940 FRAUD - CalWORKs AFIRM - EVALUATION

Admin

For LA County only - casework activities to be included for this code are the same as described for Code 3920, Fraud - CalWORKs AFIRM - LA County. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052, GAIN-PLACEMENT AND DEVELOPMENT SERVICES, have been re-classified as "general" WTW caseworker activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining deferrals; arranging for the participant's entry into the WTW component; referring clients to the tribal Job Training and Basic Skills (JOBS) program; assessing the need for, and arranging for supportive services, other than child care; calculating supportive service overpayments (OP); completing OP Notices of Actions; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing employment or training-related counseling; completing subsequent Activity Agreements; coordinating grant diversion activities with the CalWORKs caseworker; conducting conciliation and good cause determinations; determining the need for and coordinating sanction activities with the CalWORKs caseworker; preparing for and presenting information at hearings; providing client services, and domestic violence resource and referral activities.

WTW caseworker activities listed within each WTW Code listed below are in addition

to the general WTW caseworker activities listed above. PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.

CODE 4512 NONFEDERAL WTW

Non-Admin

Includes activities for all WTW components performed on behalf of a nonfederal participant (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs).

CODE 6201 WTW PRE-ASSESSMENT

Non-Admin

Includes providing a CalWORKs applicant/recipient with an orientation to the WTW Program and the available supportive services; advising the client of his/her rights and responsibilities; activities associated with the WOTC Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing the General and Initial Activity Agreement; referring the participant to the initial assignment or WTW Assessment; and activities prior to and after Assessment related to one-week job readiness workshop and activities related to supervised/unsupervised job search. This includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

CODE 6241 WTW ASSESSMENT

Non-Admin

Includes activities related to the participant's entry into the component; amended Activity Agreement; third party assessors; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the employment goal and plan; and reappraisals. This Includes all Assessment Program Operations activities.

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Non-Admin

Includes any activities performed relating to the provision of community service assignments to WTW Program Participants who are participating in Community Service activities prior to reaching the 18 or 24 month time limit as well as those who have reached their time limit (18th month or 24th month, as applicable) and have not found unsubsidized employment sufficient to meet the required minimum hours of participation.

CODE 6221 WTW POST-ASSESSMENT: OTHER

Non-Admin

Includes any WTW Post-Assessment activities other than those related

to either the Vocational Education or Community Service WTW components.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

Non-Admin

Includes job-specific training in a classroom or on-site setting and other college training, including post secondary education, and self-initiated programs.

CODE 6311 CalWORKs TRANSITIONAL SERVICES

Non-Admin

For counties that have provisions for transitional services in their county plans, this includes transitional services case management activities.

CODE 6481 CalWORKs TRANSITIONAL SERVICES, NONFEDERAL

Non-Admin

For counties that have provisions for transitional services to legal aliens (e.g., legal alien's ineligible under TANF guidelines but eligible for CalWORKs) in their county plans. This is including transitional services case management activities.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This includes time spent in training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

FEDERAL WtW PROGRAM

CODE 6421 FEDERAL WtW GRANT PROGRAM – MATCHING FUNDS

Includes activities related to the provision or arrangement of specific allowable activities under the Federal WtW Grant Program to target populations of the hardest to employ recipients of CalWORKs or the noncustodial parent of a minor child whose custodial parent is a recipient of assistance and meets the criteria of the hard to employ, and target populations of CalWORKs recipients and noncustodial parents with characteristics associated with long term welfare dependency.

Includes referring program participants to community service and work experience assignments; activities related to job creation through public

or private sector employment wage subsidies and on-the job training; contract-related activities involving public or private providers of readiness, placement and post-employment services; providing job vouchers for placement readiness and post-employment services; and, providing job retention or supportive services provided that such services are not otherwise available.

CODE 6471 WtW REGIONAL COLLABORATIVES

For Alameda, Humboldt, Los Angeles, Riverside, San Bernardino, San Joaquin, and Ventura counties only includes activities related to the statewide collaborative effort to improve efficiency and effectiveness in delivering workforce development services that directly benefit the targeted populations of CalWORKs recipients who meet specific criteria under the WtW Grant Program or noncustodial parents as long as the custodial parent meets the criteria.

DEMONSTRATION PROJECTS

CODE 0401 CHILD SUPPORT ASSURANCE (CSA) DEMO PROJECT

Non-Admin

Includes activities associated with the CSA for the counties that are selected by the California Department of Social Services to participate in the demonstration project. Code previously listed incorrectly as TIME STUDY CODE 6521.

CODE 2630 U.S. RESIDENCY PROJECT – CalWORKs

Admin

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CODE 6191 CalWORKs CALIFORNIA WORK PAYS DEMONSTRATION PROJECT (CWPDP) CONTROL

Admin

For Alameda, Los Angeles, San Bernardino, and San Joaquin counties only - Includes eligibility intake and continuing casework activities for "control" status cases under CWPDP. The casework activities to be included for this code are the same as described for Code 6141, CalWORKs Eligibility.

CODE 6291 NONCUSTODIAL PARENT EMPLOYMENT AND TRAINING
Non-Admin DEMONSTRATION PROJECT (NCP)

Includes activities associated with the NCP for the counties that are selected by the California Department of Social Services to participate in the project.

CODE 6351 EMPLOYMENT READINESS DEMONSTRATION PROJECT (ERDP)
Non-Admin

For Humboldt, Monterey, Orange, San Diego, Santa Cruz, Sonoma, and Ventura Counties, who provide ERDP services through a contractor, include time spent identifying potential participants through statistical matches; screening participants for at-risk status; contract management activities.

For direct service delivery activities by Fresno County, include time spent identifying potential participants through statistical matches; screening participants for at-risk status; conducting needs assessments; job search and placement assistance; and case management; and contract management.

**ELECTRONIC DATA PROCESSING (EDP)
PROGRAM CODE DESCRIPTION
12/99**

TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

- A. Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to the developmental or maintenance and operations (M and O) category, as applicable. These staff must complete continuous time studies.
- B. Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those activities in accordance with the Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture the total hours worked for the day.
- C. Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For those staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between the EDP and other cost pools.

TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities as M and O or developmental.

M and O:

Activities are recorded to the program, function, or SAWS project, if the EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

A. Social Services	B3. SAWS	E. Nonwelfare
B1. CalWORKs	C. Other Public Assistance	F. Generic
B2. Central Data Base SAWS	D. Child Care	G. Direct-to-Program

Developmental Projects:

Activities or Purchase of Service benefiting developmental projects are recorded to the project number, project title, and/or program code.

GENERAL TIME STUDY INSTRUCTIONS

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.
- G. Record quality control/quality assurance and program integrity activities to the associated program.
- H. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.
- I. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).
- J. Caseworkers who perform administrative activities, whether full-time or part-time, will record these activities to generic.
- K. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of

their staff.

**NONWELFARE FUNCTION
PROGRAM CODE DESCRIPTION
12/99**

GENERAL FUNCTION DEFINITION

Any activity related to a nonwelfare program. Costs of nonwelfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the nonwelfare function, then all associated overhead costs are allocated to county-only funding. If claimed as extraneous, then County Welfare Departments (CWDs) must apply the appropriate indirect cost rate to these nonwelfare costs.

TIME STUDY STAFF

Casework and support staff performing those activities in support of nonwelfare programs administered and/or operated by the CWD must record time to nonwelfare.

CODE DEFINITIONS

Examples of nonwelfare programs include, but are not limited to, Public Guardian, Veterans Affairs, Job Training Partnership Act, etc. Counties may at their discretion, use unique codes based upon the needs of each individual county welfare department.

State established Nonwelfare codes are:

CODE 8050 NONWELFARE PROGRAMS

This program code is to be used for those nonwelfare programs that benefit from county EDP operations/costs.

CODE 8060 NONWELFARE PROGRAMS – NON-EDP

This program code is to be used for those nonwelfare programs that do not benefit from county EDP operations/costs.

Should a county choose to use unique codes, hours must roll up to either 8050 or 8060 for claiming purposes.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. Also include time spent in training, conferences, or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

**OTHER PUBLIC ASSISTANCE FUNCTION
PROGRAM CODE DESCRIPTION
12/99**

GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants (other than CalWORKs) and, case management activities for continuing cases.

TIME STUDY STAFF

- A. Staff performing the activities listed below should record time to the appropriate Other Public Assistance Function program;
- B. Workers performing public assistance eligibility determinations and associated case management activities, including Food Stamp certification workers; as well as referrals for services (such as mental health, substance abuse and domestic violence);
- C. Quality control/quality assurance staff;
- D. Caseworkers who generally perform program activities associated with another function (e.g., CalWORKs, Social Services, etc.) performing Other Public Assistance Function program activities;
- E. Clerical and administrative staff performing Other Public Assistance Function program activities on a full-time basis;
- F. Welfare Fraud Staff (NOTE: These are Welfare Fraud Investigators (WFI) and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status--a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to the applicable program codes that do not indicate that they are restricted to WFI staff.);
- G. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections, AND;
- H. First-line supervisors of the staff listed in A - F, above.

CODE DEFINITIONS

CODE 2110 FOOD STAMP ISSUANCE

Issuance activities include all activities after the household is certified, excluding completion of the FNS-46, FNS-250, and FNS-259 reports. Issuance activities include, but are not limited to, preparation and issuance of an authorization document or list, such as the Authorization to Participate; completion of direct access records, such as the Record-for-Issuance file or Household Issuance Record card; providing replacement authorization documents; and EDP developmental or maintenance and operations activities for on-line issuance systems.

CODE 2170 COUNTY MEDICAL SERVICES PROGRAM - NON-REFUGEE RESETTLEMENT PROGRAM (RRP)/CHEP

Includes eligibility determinations and case maintenance for the County Medical Services Program for the following population:

- Applicants or recipients identified as nonaided and nonlinked who are not pregnant or who are not living in an Intermediate Care Facility/Skilled Nursing Facility (ICF/SNF).
- Persons ineligible for services through RRP or Cuban/Haitian Entrant program.

CODE 2190 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - PROBATION - ELIGIBILITY

Includes eligibility determinations, screening for prior TANF Probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2250 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to the appropriate parties.

CODE 2300 ADOPTION ASSISTANCE PROGRAM (AAP)

Includes eligibility determinations and payment maintenance activities on AAP cases.

CODE 2450 SPECIAL CIRCUMSTANCES PROGRAM - Admin

Includes time spent determining eligibility, assessing and verifying need for special circumstances, informing applicants of program requirements/ benefits, maintaining case files, performing benefit computations, and preparing authorization actions for eligible SSI/SSP recipients.

CODE 3061 ABAWDs – WORKFARE

Includes time associated with an ABAWD's participation in a qualifying workfare slot, which includes assessment, placement, and case management activities to place and keep an ABAWD in a work or workfare slot.

CODE 3071 ABAWDs – EDUCATION/TRAINING

Includes time associated with an ABAWD's participation in a qualifying educational/training slot, which includes assessment, placement, and case management activities to place and keep an ABAWD in a work, educational, or training slot.

CODE 3081 CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Includes time spent performing selected activities for CAPI applicants and recipients. Activities include, but are not limited to, accepting /screening applications, including applications for SSI; determining/redetermining eligibility; performing grant calculations and grant maintenance functions; informing applicants of program requirements; preparing notice of actions; making fraud referrals; and preparing reports.

CODE 3451 AFDC FOSTER CARE (FC) ELIGIBILITY

Includes the following activities performed on behalf of FC cases: conducting eligibility determinations and benefit payment functions; Medi-Cal Program functions and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; Early Periodic Screening Detection Treatment (EPSDT) and child support referrals; home visits; intercounty transfers; and program status changes. Code 3451 also includes activities performed for continuing case maintenance.

CODE 3461 BASS V. ANDERSON LAWSUIT

Includes reviewing claim forms; determining reimbursement amounts; documenting the corrective payment in the case file; completing/issuing NOAs; and issuing approved retroactive reimbursement checks.

CODE 6131 AFDC - FC ELIGIBILITY - VOLUNTARY PROGRAM

Includes activities performed while conducting eligibility determinations, payment functions, and continuing case activities, on behalf of cases involving children voluntarily placed in FC. Code 6131 should also be used for reporting time spent acting in an advisory-type capacity, to ensure that the parent/guardian is aware that they will retain legal custody of the child in question, although the parent/guardian voluntarily chose to place the child in out-of-home care.

CODE 3501 RRP MEDICAL

Includes RRP Medically Needy Only (MNO) refugees, refugee children under 21 years of age, pregnant refugee women, refugees residing in an ICF/SNF, and eligible nonaided Medically Indigent (MI) adult refugees. This includes eligible adult refugees who are nonaided, nonlinked, not pregnant, and not living in an ICF/SNF.

CODE 4780 REFUGEE EMPLOYMENT SOCIAL SERVICES

Includes all activities related to the provision of employment and training services which are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Employment Social Services.

CODE 4800 REFUGEE TARGETED ASSISTANCE

Includes all activities related to the provision of employment and training services which are approved in the county's plan. These activities are provided to eligible refugees and funded by Refugee Targeted Assistance.

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

Includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. This also includes conducting cause

determinations and conciliation for RCA clients.

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the GR program and for individuals who are not eligible for services under other programs. This includes the following activities: eligibility determinations and grant maintenance functions; fraud activities related to the OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing Welfare to Work (WTW) and social services to GR and RCA recipients. This also includes the provision of non-CSBG services to refugees. This program code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to CODE 3481, OCOP/GR Non-EDP.

CODE 3481 OCOP/GR Non-EDP

For activities associated with the GR program and for individuals who are not eligible for services under other programs. This program code is to be used for those programs that do not benefit from county EDP operations/costs. Programs that do benefit from EDP should be claimed to CODE 3521, OCOP/GR.

CODE 4640 FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM (FSET)

Includes activities associated with providing employment training services to FSET program participants, determining deferrals, arranging for supportive services payments, and conducting good cause/conciliation determinations. FSET program participants include non-ABAWDs and ABAWDs in non-qualifying activities such as job search, job club, alcohol rehabilitation, and drug rehabilitation, which do not qualify either as a work or workfare program for ABAWDs.

NONASSISTANCE FOOD STAMP (NAFS)

The following program codes currently assigned to the NAFS Program were established to capture caseworker hours associated with performing specific activities previously identified as those which benefit NAFS, or pure FS cases only. As indicated by the program title, NAFS cases are FS cases which include individuals whom, aside from receiving FS benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC) program. NAFS cases may also include Refugee, GR, Cuban/Haitian Entrant, or MI members.

In contrast, with the exception of Code 2110, Food Stamp Issuance, caseworker hours performed on behalf of Public Assistance Food Stamp (PAFS) cases (i.e., cases that receive both CalWORKs and FS), as opposed to NAFS cases, should be reported to the appropriate CalWORKs program time study code, located in the CalWORKs Function PCD. Code 2110, Food Stamp Issuance, is an exception because food stamp issuance activities are by definition food stamp costs, therefore, there is no need to distinguish between PAFS and NAFS cases.

In addition to the various activities listed below for each individual NAFS program time study code, allowable NAFS activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow-up contacts), hearing preparation and/or presentation, and FS Quality Control (QC) activities.

CODE 3431 NAFS ELIGIBILITY

Includes NAFS Program intake activities, such as: certification or denial of benefits on behalf of new applicants; recertification following a break in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-Administrative Disqualification Hearings/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance, supervisorial review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. This also includes continuing NAFS activities, such as: performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisorial review activities, and WOTC Program activities. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing

the voter registration forms for submission to the Secretary of State. NAFS activities performed on Indian Reservations should also be included here.

CODE 2180 NAFS-IEVS

Includes reviewing and verifying that a discrepancy identified by the IFD Wage Match and New Hire Match (NHM) exists between the gross earnings and employment reported by the recipient to the county and by the employer to the EDD; contacting recipients and employers to verify if earnings were unreported or underreported by the recipient; determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify the existence and ownership of assets identified by the Franchise Tax Board Asset Match System; determining if the recipient was ineligible for aid; determining whether an overpayment/overissuance was made and the amount of overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: the NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2780, CalWORKs Overpayment Collections [SB 627].)

CODE 2340 FRAUD-NAFS AFIRM - LOS ANGELES (LA) COUNTY

For LA County only - includes referral of cases to fraud investigations, documenting applicant/recipient explanations, and preparing notices of actions.

CODE 2620 U.S. RESIDENCY PROJECT-NAFS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness and accuracy; determining case status; gathering data for project evaluation; and referral of sampled cases for fraud investigations.

CODE 2680 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
(SAVE) PROGRAM - NAFS

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NAFS program. Primary and/or secondary verification activities to establish alien SIS with the Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2750 EARLY FRAUD DETECTION/PREVENTION PROGRAM
(EFD/P) NAFS

For counties which have an approved plan for 100% federal and state funding: the activities listed for ED/PP in Code 3441, NAFS Program Integrity, apply to this program.

CODE 3100 NAFS FRAUD

Includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NAFS cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and FS benefits. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3340 FRAUD-NAFS AFIRM - LA COUNTY

For LA County only - includes activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include: identifying match situations, investigating referrals received from eligibility workers, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to eligibility staff, and statistical reporting activities. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3410 EFD/P - NAFS (WFI)

Includes NAFS case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830. Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports. Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.

CODE 3441 NAFS PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NAFS administrative hearing activities for IPV cases, and FS ED/PP activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

CODE 3471 NAFS - QUALITY CONTROL

Includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to the Quality Control Review of Food Stamp certification. Do not include time spent performing quality assurance, supervisorial reviews or other activities which are not an integral part of the required Quality Control Review.

CODE 6111 NAFS - JAIL MATCH (SB 1556)

NAFS cases Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is or has been incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL

Includes activities performed on behalf of MNO and MI Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are linked to an aid program and, are not currently receiving aid in the form of a cash grant. MI activities are defined as those performed on behalf of nonaided, nonlinked, applicants and recipients PROVIDED THAT THEY ARE EITHER: children under 21 years of age, pregnant, or persons residing in an ICF/SNF.

CODE 2151 MEDI-CAL - INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. This also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing the voter registration forms for submission to the Secretary of State.

CODE 2153 MEDI-CAL - CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients.

CODE 2710 SAVE - MEDI-CAL

SIS verification activities for aliens applying for the MNO and MI programs. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

MEDI-CAL SECTION 1931

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 established a new mandatory coverage group at Section 1931 (b) of the Social Security Act (SSA). According to the SSA Section 1931 requirements, Medi-Cal benefits will be provided to low income families determined to be eligible under Section 1931 rules. Consistent with CalWORKs implementation, the Medi-Cal Section Program becomes effective January 1, 1998. Detailed instructions pertaining to the Section 1931 coverage group will be transmitted under separate cover by the Department of Health Services.

CODE 3491 MEDI-CAL SECTION 1931-INTAKE

Includes screening and referral of Section 1931 coverage group applicants; accepting and processing initial applications, reapplications, and transfers-in; hearing activities; and preparing and/or presenting a case for hearing. Also includes time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing the voter registration forms for submission to the Secretary of State.

CODE 3492 MEDI-CAL SECTION 1931-CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for Section 1931 coverage group recipients.

CODE 7001 GENERIC

Includes time spent by caseworkers performing general administrative activities that essentially provide a department-wide benefit such as developing a manual on casework procedures. This also includes time spent in training or in conference or staff meetings when the subject has department-wide benefit or cannot be identified to a specific program. This code is not to be used when performing case management activities, which continue to be recorded to the associated program.

TANF FISCAL INCENTIVES

Welfare and Institutions Code 10544.1 established performance incentives to counties to move CalWORKs recipients to employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

The following Time Study Codes have been established to capture costs for federal reporting purposes for activities consistent with benefits or services provided under TANF. These codes will only be used for reporting federal fiscal incentives. Counties may no longer report fiscal incentive expenditures to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page.

The listing of potential activities below is by no means exhaustive but serves to illustrate a few of the possibilities that counties may consider when designing their programs.

TANF FISCAL INCENTIVES – PROGRAMS THAT PROVIDE ASSISTANCE TO NEEDY FAMILIES

Activities consistent with the first purpose of TANF are those which provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of “assistance.”

CODE 0951 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE Admin ASSISTANCE TO NEEDY FAMILIES

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 0911 TANF FISCAL INCENTIVES–PROGRAMS THAT PROVIDE Non-Admin ASSISTANCE TO NEEDY FAMILIES

Includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

TANF FISCAL INCENTIVES-PROGRAMS THAT END DEPENDENCE OF NEEDY PARENTS

Activities consistent with the second purpose of TANF are those which end the dependence of needy parents on government benefits by promoting one of three objectives; job preparation, work and marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, child care services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives-job preparation, work, and marriage would be consistent with this purpose.

CODE 0961 TANF FISCAL INCENTIVES-PROGRAMS THAT END Admin DEPENDENCE OF NEEDY PARENTS

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 0921 TANF FISCAL INCENTIVES-PROGRAMS THAT END Non-Admin DEPENDENCE OF NEEDY PARENTS

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR REDUCE OUT-OF-WEDLOCK PREGNANCIES

Activities consistent with the third purpose of TANF are those which prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

CODE 0971 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
Admin REDUCE OUT-OF-WEDLOCK PREGNANCIES -

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 0931 TANF FISCAL INCENTIVES – PROGRAMS THAT PREVENT OR
Non-Admin REDUCE OUT-OF-WEDLOCK PREGNANCIES

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE THE
FORMATION AND MAINTENANCE OF TWO-PARENT FAMILIES

Activities consistent with the fourth purpose of TANF are those which encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

CODE 0941 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE
Admin THE FORMATION AND MAINTENANCE OF TWO-PARENT
 FAMILIES

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

CODE 0901 TANF FISCAL INCENTIVES – PROGRAMS THAT ENCOURAGE
Non-Admin THE FORMATION AND MAINTENANCE OF TWO-PARENT
 FAMILIES

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

SUPPORT STAFF TIME REPORT INSTRUCTIONS (12/99)

I. Staff Required to Complete Support Staff Time Report (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform department administrative support, program administrative support, and clerical support, identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, electronic data processing (EDP) support, staff development support, nonwelfare activities, or direct-to-program/functions.

Support Staff Salary Pools

- A. General Administrative Support: Staff (includes both management/supervisory and clerical) who perform activities having department wide benefit, or who are not in direct support of casework staff.
- B. Program Administrative Support: Administrative staff who predominantly support casework staff.
- C. Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

II. Benefiting Level

- A. Generic: Activities of unit staff typically have department wide benefit.
- B. EDP Support: Staff who are organizationally assigned to support an EDP office on a full- or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- C. Staff Development Support: Staff who are organizationally assigned to support a staff development office on a full- or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- D. Nonwelfare: Staff who supports nonwelfare activities.
- E. Function(s): Activities of unit staff are identified to one or more of the functions individually.
- F. Multifunction: Activities of unit staff are identified to combined functions. There are now 25 combinations of functions. Staff should write on their time studies the functions they support.
- G. Direct Service Delivery (DSD): The DSD codes listed below are for use by staff who provide services to clients on a full- or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule.
- H. Direct-to-Program/Functions: Activities time studied to functions/programs by recording the applicable alpha-numeric support staff codes which are listed below.

III. Nonwelfare Support Time

Support staff salary, benefits and overhead costs (as determined by the indirect cost rate) will be identified to the Direct Cost pool when there are no casework hours for the nonwelfare program. Counties shall report nonwelfare support costs, when there are casework hours, to the Nonwelfare Function to allow for appropriate distribution of allocable costs.

IV. Completing the DFA 7

- A. Check the appropriate box to indicate the worker's classification: General/Direct-to Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- B. If a worker is recording time to the program level, enter the program code from the appropriate function Program Code Descriptions and record on the generic DFA 7.
- C. Record travel and continuing training time to the program or function level approved in the SSTRP. Travel and training time having a department-wide benefit, or cannot be identified to a program or function will be recorded as generic. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.
- D. Time Study Staff
 - Complete the DFA 7 on a daily basis throughout the month.
 - Check Time Study box.
- E. Time Certification Staff
 - Record nonallocable time daily; record total allocable time at the end of the month only.
 - Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

V. Time Reporting Instructions for First-Line Supervisors

First-line supervisors may certify the time spent supervising their unit if their staff certify. If their staff time study, they must prorate their supervisory time based on the allocable time reported by the unit staff.

VI. Time Reporting for Second-Line Supervisors through Directors

Second-line supervisors and above will time study/time certify as specified in the SSTRP.

Please refer to General Time Study Instructions.

Direct Service Delivery (DSD) Codes

<u>PIN</u>	<u>Title</u>	<u>Program</u>
<u>SOCIAL SERVICES FUNCTION</u>		
101060	DSD	In-Home Supportive Services (IHSS)- Welfare Staff Service Providers
102060	DSD	IHSS-Skilled Professional Medical Personnel (SPMP)
103003	Transportation	IHSS-HR/Personal Care Services Program (PCSP)
103068	Direct Costs	IHSS-PCSP/Health Related (HR)
103260	DSD	IHSS-Supported Individual Providers (SIP) PCSP
103360	DSD	IHSS-SIP-HR
104068	Direct Costs	IHSS-NON-HR/NON-PCSP
104160	DSD	IHSS-SIP-NON HR/NON-PCSP
108060	DSD	IHSS-PCSP
113060	DSD	County Services Block Grant (CSBG)-(SPMP)
114003	Transportation	CSBG-HR
115003	Transportation	CSBG
117003	Transportation	Adoptions-Case Management
118068	Direct Costs	Adoptions-Independent/Nonfederal
138060	DSD	CWS-SPMP
141003	Transportation	Refugee Resettlement Program (RRP)/CSBG Services
144103	Transportation	Child Welfare Services (CWS)-HR/Emergency Response (ER)
144203	Transportation	CWS-HR/Family Maintenance (FM)
144303	Transportation	CWS-HR/Family Reunification (FR)
144403	Transportation	CWS-HR/Permanent Placement (PP)
146068	Direct Costs	CWS-Services/Nonfederal
147103	Transportation	CWS-Court-Related/ER
147203	Transportation	CWS-Court-Related/FM
147303	Transportation	CWS-Court-Related/FR
147403	Transportation	CWS-Court-Related/PP
148103	Transportation	CWS-Case Management/ER
148303	Transportation	CWS-Case Management/FR
148403	Transportation	CWS-Case Management/PP
154003	Transportation	CWS-Case Management-Voluntary Foster Care Program
159060	DSD	Family Preservation Program (FPP)-SPMP
168003	Transportation	FPP-HR
175003	Transportation	FPP-Counseling/Nonfederal
179003	Transportation	FPP-Case Management: Foster Care
184003	Transportation	Independent Living Program (ILP)-Services
515060	DSD	Family Preservation and Support Program (FPSP)-Family Preservation Services
516060	DSD	FPSP-Family Support Services
569060	DSD	APS Response
570060	DSD	APS Case Management
573060	DSD	APS HR-Response
574060	DSD	APS HR-Case Management
578160	DSD	Extended Voluntary Administration

Direct Service Delivery (DSD) Codes (continued)

<u>PIN</u>	<u>Title</u>	<u>Program</u>
<u>CalWORKs FUNCTION</u>		
409803	Transportation	Welfare-to-Work (WTW)
451203	Transportation	Nonfederal WTW
468003	Transportation	Food Stamp Employment and Training

OTHER PUBLIC ASSISTANCE FUNCTION

211025	Food Stamp Issuance	Food Stamp Issuance
215060	DSD	Medi-Cal
217060	DSD	CMSP/Non-RRP/CHEP
349060	DSD	Medi-Cal Section 1931
090060	DSD	Programs That Encourage the Formation and Maintenance of Two-Parent Families - Non-Admin
091060	DSD	Programs That Provide Assistance to Needy Families - Non-Admin
092060	DSD	Programs That End Dependence of Needy Parents - Non- Admin
093060	DSD	Programs That Prevent or Reduce Out-of-Wedlock Pregnancies - Non-Admin
094060	DSD	Programs That Encourage the Formation and Maintenance of Two-Parent Families - Admin
095060	DSD	Programs That Provide Assistance to Needy Families - Admin
096060	DSD	Programs That End Dependence of Needy Parents - Admin
097060	DSD	Programs That Prevent or Reduce Out-of-Wedlock Pregnancies - Admin

NONWELFARE FUNCTION

805068	Direct Costs	Nonwelfare Programs
806068	Direct Costs	Nonwelfare Programs – Non-EDP

Direct-to-Program/Function Alpha-Numeric Codes

<u>Code</u>	<u>New Title</u>	<u>Previous Code/Title</u>	<u>Program Code</u>
<u>SOCIAL SERVICES FUNCTION</u>			
A1	IHSS	A1	Same ----
	IHSS-PCSP/Non HR		103
	IHSS-Non PCSP/Non HR		104
A2	CSBG	A2	Same ----
	CSBG-HR		114
	CSBG		115
A3	Adoptions	A3	Same ----
	Adoptions-Case Management		117
	Independent Adoptions		118
	Adoptions-Training		125
A4	SSI/SSP Out-of-Home Care	A4	Same 135
A5	RRP	A5	Same ----
	RRP - CWS		140
	RRP - CSBG		141
	RRP - Unaccompanied Minors		142
A6	CWS	A6	Same ----
	CWS - Eligibility Determination		143
	CWS - HR		144
	CWS - Training		145
	CWS - Services Nonfederal		146
	CWS - Court Related Activities		147
	CWS - Case Management		148
	CWS - Case Management Voluntary Foster Care Program		154
A7	Early Periodic Screening, Detection, and Treatment	A7	Same 150
A8	Foster Family Licensing	A8	Same ----
	Foster Family Licensing		155
	Foster Family Licensing-Training		158
A9	Licensing - Day Care	A9	Same 157
A11	FPP	A11	Same ---
	FPP - HR		168
	FPP - Training		174
	FPP - Services		175
	FPP - Case Management-Preventive Services		177
	FPP - Case Management-Foster Care		179
A12	ILP	A12	Same ----
	ILP - Case Management		182
	ILP - Services		184

Direct-to-Program/Function Alpha-Numeric Codes (continued)

<u>Code</u>	<u>New Title</u>	<u>Previous Code/Title</u>	<u>Program Code</u>
<u>SOCIAL SERVICES FUNCTION (continued)</u>			
A14	Emergency Assistance (EA) - CWS	A14	Same
	EA - Services		513
	EA - Eligibility		223
A19	CWS - Minor Parent Investigations (MPI) (AB 908)	A19	Same
A20	CWS - MPS	A20	Same
A21	IHSS - CSBG	No prior number	330
A22	AB 2129 Foster Parent Recruitment	No prior number	506
A23	FPSP		----
	FPSP - Family Preservation Services	No prior number	515
	FPSP - Family Support Services	No prior number	516
A24	SB 163 Wraparound Administration	No prior number	564
A25	Adult Protective Services (APS)		----
	APS- Response	No prior number	569
	APS-Case Management	No prior number	570
	APS-HR-Response	No prior number	573
	APS-HR-Case Management	No prior number	574
A26	Extended Voluntary Administration	No prior number	578
A27	Extended Voluntary Evaluation	No prior number	578
A28	STOP Support Staff –over age 18	No prior number	588
A29	IV-E Waiver Extended Voluntary (EV)		
	Case Management	No prior number	578
A30	EV Dependency Cases—Court Related	No prior number	009
A31	Specialized Training for Adoptive Parents (STAP)	No prior number	005
A32	Intensive Services Case Management-		
	Experimental Group	No prior number	010
A33	Intensive Services Case Management-Control Group	No prior number	010
A34	Intensive Services Court Related- Experimental Group	No prior number	010
A35	Intensive Services Court Related-Control Group	No prior number	010
A36	Wrap-around Services Case Management-		
	Experimental Group	No prior number	012
A37	Wrap-around Services Case Management-Control Group	No prior number	012
A38	Wrap-around Services Court Related-Experimental Group	No prior number	012
A39	Wrap-around Services Court Related-Control Group	No prior number	012
A40	Family Conference Case Management-Experimental Group	No prior number	014
A41	Family Conference Case Management-Control Group	No prior number	014
A42	Family Conference Court Related-Experimental Group	No prior number	014
A43	Family Conference Court Related -Control Group	No prior number	014
A44	Intensive Services Evaluation	No prior number	016
A45	CWS-Emergency Hotline Response	No prior number	170
A46	Kinship Support Services	No prior number	582

Direct-to-Program/Function Alpha-Numeric Codes (continued)

<u>Code</u>	<u>New Title</u>	<u>Previous Code/Title</u>	<u>Program Code</u>
<u>CalWORKs FUNCTION</u>			
B1	CalWORKs Eligibility	B1 AFDC FG/U	614
B7	Child/Spousal Support Disregard	B7 Same	226
B13	CalWORKs Overpayment Collection (SB 627)	B13 AFDC O/P Collection	278
B14	Cal-Learn Administration	B14 Same	630
B20	CalWORKs Program Integrity	No prior number	618
B22	Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-Cal Programs	No prior number	615
B23	Nonfederal CalWORKs Eligibility	No prior number	616
B24	CalWORKs IEVS	No prior number	204
B25	CalWORKs Systematic Alien Verification for Entitlements (SAVE) Program	No prior number	269
B26	Cal-Learn Case Management	No prior number	617
B27	CalWORKs Transitional Services	No prior number	631
B28	CalWORKs - Jail Match (SB 1556)	No prior number	610
B29	CalWORKs Fraud	No prior number	301
B30	Nonfederal CalWORKs Fraud- Welfare Fraud Investigators (WFI)	No prior number	305
B31	Federal CalWORKs & Food Stamp Fraud (WFI)	No prior number	315
B32	Nonfederal CalWORKs & Food Stamp Fraud (WFI)	No prior number	320
B33	Early Fraud Detection/Prevention - (EFD/P) - Federal CalWORKs (WFI)	No prior number	340
B34	EFD/P - CalWORKs and Food Stamp (WFI)	No prior number	342
B35	Welfare to Work (WTW)		----
	WTW Pre-Assessment	No prior number	620
	WTW Assessment	No prior number	624
	WTW Post-Assessment: Community Services	No prior number	621
	WTW Post-Assessment: Other	No prior number	622
	WTW Post-Assessment: Vocational Education	No prior number	623
	Nonfederal WTW	No prior number	451
B36	Nonfederal Cal-Learn		----
	Nonfederal Cal-Learn-Eligibility	No prior number	640
	Nonfederal Cal-Learn-Case Management	No prior number	641
B37	Employment Readiness Demonstration Project	No prior number	635
B38	SUCCESS Evaluation	No prior number	643
B39	CalWORKs Evaluation	No prior number	646
B40	CSA Demonstration Project	No prior number	040
B41	STATE-ONLY CAL-LEARN	No prior number	026
B42	NCP Demonstration Project	No prior number	629
B43	CalWORKs Case Management	No prior number	663
B44	Information and Referral	No prior number	664
B45	CalWORKs Nonfederal Case Management - Legal Aliens	No prior number	665

Direct-to-Program/Function Alpha-Numeric Codes (continued)

<u>Code</u>	<u>New Title</u>	<u>Previous Code/Title</u>	<u>Program Code</u>
<u>OTHER PUBLIC ASSISTANCE FUNCTION</u>			
C11	Food Stamp Issuance	No prior number	211
C12	County Medical Services Program Non-RRP/CHEP	No prior number	217
C13	Temporary Assistance for Needy Families – Probation - Eligibility	No prior number	219
C14	Child Support	No prior number	225
C15	Adoption Assistance Program	No prior number	230
C16	Foster Care Eligibility	No prior number	345
C17	Foster Care Eligibility- Voluntary Program	No prior number	613
C19	RRP - Medical	No prior number	350
C20	Refugee Employment Social Services	No prior number	478
C21	Refugee Targeted Assistance	No prior number	480
C22	Refugee Cash Assistance/Entrant Cash Assistance Program	No prior number	351
C23	Other County Only Program/General Relief (OCOP/GR)	D2S Same	352
C24	OCOP/GR - Non-EDP	D9 Same	348
C25	Food Stamp Employment & Training Program	D3 Same	464
C26	Non Assistance Food Stamps (NAFS) Eligibility	No prior number	343
C27	NAFS - IEVS	No prior number	218
C28	SAVE Program NAFS	No prior number	268
C29	EFD/P - NAFS	No prior number	275
C30	NAFS Fraud	No prior number	310
C31	EFD/P - NAFS (WFI)	No prior number	341
C32	NAFS - Program Integrity	No prior number	344
C33	NAFS - Quality Control	No prior number	347
C34	NAFS - Jail Match (SB 1556)	No prior number	611
C35	Medi-Cal	No prior number	----
	Medi-Cal - Intake		215(1)
	Medi-Cal - Continuing		215(3)
C36	SAVE - Medi-Cal	No prior number	271
C37	Medi-Cal Section 1931	No prior number	----
	Medi-Cal Section 1931 - Intake		349(1)
	Medi-Cal Section 1931 - Continuing		349(2)
C38	Bass v. Anderson Lawsuit	No prior number	346
C39	ABAWDs – Workfare	No prior number	306
C40	ABAWDs – Education/Training	No prior number	307
C41	Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants	No prior number	308
C42	Special Circumstances Allowance Program	No prior number	245
C43	CAPL---SSI/Naturalization Case Management	No prior number	389
C44	TANF Fiscal Incentives – Programs that Encourage the Formation and Maintenance of Two-Parent Families – Non-Admin	No prior number	090

Direct-to-Program/Function Alpha-Numeric Codes (continued)

<u>Code</u>	<u>New Title</u>	<u>Previous Code/Title</u>	<u>Program Code</u>
<u>OTHER PUBLIC ASSISTANCE (continued)</u>			
C45	TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families -Non-Admin	No prior number	091
C46	TANF Fiscal Incentives-Programs That End Dependence of Needy Parents – Non-Admin	No prior number	092
C47	TANF Fiscal Incentives – Programs that Prevent or Reduce Out-of-Wedlock Pregnancies – Non-Admin	No prior number	093
C48	TANF Fiscal Incentives – Programs that Encourage the Formation and Maintenance of Two-Parent Families – Admin	No prior number	094
C49	TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families – Admin	No prior number	095
C50	TANF Fiscal Incentives-Programs That End Dependence of Needy Parents – Admin	No prior number	096
C51	TANF Fiscal Incentives – Programs that Prevent or Reduce Out-of-Wedlock Pregnancies - Admin	No prior number	097

CHILD CARE FUNCTION

D11	Stage One Child Care	No prior number	453
D12	Stage One Transitional Child Care-Other	No prior number	900
D13	Cal-Learn Child Care	No prior number	909
D14	Child Care Health and Safety Self-Certification	No Prior number	901
D15	Child Care Trustline	No prior number	902
D16	Nonfederal Child Care	No prior number	903
D17	Child Care Pilot Project	No prior number	904
D18	Stage Two Child Care	No prior number	905
D19	Child Care Capacity Building Program	No prior number	906
D20	Stage Three Child Care	No prior number	907
D21	Child Care and Development Program	A10 Same	160
D22	Nonfederal Cal-Learn-Child Care	No prior number	912
D23	State-Only Cal-Learn Child Care	No prior number	811
D24	Two-Parent Families (State-Only) Stage One Child Care Program	No prior number	036

NONWELFARE FUNCTION

E1	Nonwelfare	Not applicable	Not Applicable
E2	Nonwelfare - Non-EDP	Not applicable	Not Applicable